Welcome !

Using Unit Account Manager

GCSS-MC

Purpose of this Course

- Additional UUAM guidance based on using unit feedback to cutover team

Are you a UUAM?

Need to be a Group Administrator for your Resource Group

Are you a UUAM?

Users to Subinventories

Users to Subinventories

Approval Groups

Approval Group box filled in? Then you can order parts/approve T/E charges/Inventory adjustments for that resource group

Other UUAM notes

- Marines/Users **HAVE** to both:
  - Self Register in GCSS

in order to get access to GCSS AND be available for you as the UUAM to assign roles and responsibilities.

- Use your .mil address, no personal email addresses!

Other UUAM notes

- After cutover, if you want to add UUAMs:
1. Self-register in GCSS-MC
2. Submit a SAAR
3. Take the UM101 class and get a certificate
4. Submit iSupport ticket/contact helpdesk 800 number to be added.

Other UUAM notes

- If you receive Marines from units that have already cut-over, make sure they are end-dated at their old unit.

- Marines are taking about 15-20 minutes to add into the system after cut-over

- Detachments need BICs at the receiving unit to be able to transact in GCSS-MC for the receiving unit(see UUAM checklist on next slide)

UUAM checklist

Step	What does a UUAM need to know?	Yes	No
1	Do my users have a GCSS-MC account?	Ensure user accounts is end dated with previous command's group and sub-inventories permissions. Goto step 2.	Go to step 2
2	Do my users have a BIC for my command?	Go to Step 3	1) Request PersO update user's appropriate BIC for my command 2) Submit iSupport ticket to TAD/FAP user in GCSS-MC. 3) When either above actions are complete goto step 3.
3	Ensure User Registration is completed.	Go to Step 4	Go to step 3
4	Ensure User account is approved in OIM; note UUAM will receive a notification from OIM to review new user accounts.	Approve/Reject account.	N/A
5	Bring users into Resource Groups		
6	Assign addresses and sub-inventories		
7	assign calendar (low priority)		
8	assign territory (low priority)		
9	assign roles and responsibilities		
10	Assign approvers to approvers group		
Actions	UUAM Coordination with others		
1	Has UUAM coordinated with Comptroller to determine what Approvers Group were established?		
2	Have funds been loaded to the Approvers Group by the Comptroller?		
3	Is there at least one approver assigned to each group?		
	** The user has problems accessing his/her account, then follow the above steps		

SYSTEM FUNCTIONALITY CHECK AC_____			
C-6 SOURCING RULES	YES	NO	REMARKS
Have Sourcing Rules been validated by Unit?			This check will ensure the unit understands their consumable and SECREP supply support plan as it pertains to parts requirements.
C-1 UUAM FUNCTION CHECK			This check will ensure all users are properly setup to transact in GCSS-MC.
Does UUAM have access to appropriate resource groups?			
Does UUAM have the appropriate roles? (GCSS-MC Resource Group Manager and GCSS-MC Resource group setup)			
Has UUAM approved user self registration?			
Has UUAM brought users into appropriate resource group?			
Has UUAM assigned addresses and sub-inventories?			
Has UUAM Assigned Calendars/Territories?			
Has UUAM Assigned roles/responsibilities?			
Has UUAM Assigned approvers to approriate resource groups?			
C+1 FUNCTION CHECKS			
Can Unit see their JONS and can they submit a parts requirement?			Validates approver group setups, JON setups, Journal setups and sourcing rules.
Does unit see allowances on their MAL?			Validates Customer Account setups for UIC to AAC relationship.
Does unit see on hands on their MAL?			Validates that the GCSS flag in the Customer Account has been properly setup.
Can unit assign RO's via the MASS edit process?			Validates all RO's from the BR100 have been listed as a contact in the customer account.
Does unit have DASF trailers? (Should see NLT Wendsday of C+1)			Validates that the AF1 dataset has been submitted and status are properly posting to GCSS-MC DASF.